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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 31 March 1955

FROM : Chief, Language and External Training School

SUBJECT: Weekly Activities Report  
23 - 29 March 1955 #13A. SIGNIFICANT ITEMS

The School has initiated a program whereby (a) every full-time student in the Washington area will be interviewed once every two months during training, (b) every full-time student will be interviewed on conclusion of his program, and (c) every full-time area and/or language student will be interviewed six months after conclusion of the training.

B. OTHER ACTIVITIES

1. LETS has recommended to FE that [ ] who have been doing full-time language and area study of Indonesian at Yale and Cornell since last June be allowed to attend the SALS graduate program and conference this summer. With the high powered talent and diverse subject matter of this program at our doorstep, it would be most unwise for them to miss this unique opportunity. 25X1
2. An arrangement was made with Mr. [ ] to attend a series of lectures and discussions on US foreign policy for senior persons of State and other Agencies, and on conclusion, to present the essence to Agency employees in one or two two-hour sessions. 25X1
3. In response to continuous pressure from SR for LETS to develop facilities to provide full-time intensive training in Russian, [ ] has suggested that SR consider detailing one or more persons to assist us until we can develop our own capability. There are indications that SR is considering assisting us -- to assist them.
4. Conversations have been had with [ ] of FDD relative to their making available language instruction to LETS on a rotation or permanent basis. FDD initiated consideration of one person highly recommended as a scientific linguist. 25X1

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5. [ ] discussed classification of laboratory engineer. Discussion of all LETS positions will begin next week.
6. Arrangements were made to provide special training in Hungarian for a TSS employee. Training will be given by an OCD/BR employee who has just completed one year of intensive training in Hungarian with OTR sponsorship.
7. Several persons have initiated personal consultation on their career development apart from specific considerations of Agency-sponsored training.

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in the Russian language lecture series, on the topic "Cold War Realities in Prospect."

10. An announcement has been prepared for distribution on a special short course entitled "Parachute Technology" to be conducted by the Massachusetts Institute of Technology at Cambridge, Mass. from 20 June to 1 July 1955. This course of instruction is being offered by MIT at the request of Headquarters, Air Research and Development Command to present a current survey in the theory and application of parachute materials and designs. Program provides refresher lectures in dynamics and aerodynamics, and two series of lectures on the structure and strength of parachute materials.
11. The Armed Forces Staff College announcement has been prepared requesting application for the course commencing 22 August 1955 to 19 January 1956. Individual applications must be submitted to the Office of Training by 15 May 1955.

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12. An announcement has been prepared for distribution on the American University's Transportation Institutes. These institutes are designed to give junior executives an over-all knowledge of current problems and an up-to-date view of specific aspects of the transportation industry. Each of these institutes runs full-time for three weeks and includes field trips to transportation facilities. The Eight Foreign Transportation Institute will be conducted May 10-27, 1955 and covers Inland Transportation and Foreign Commerce, American Ports, Ocean Transportation, International Air Transportation, Military Transportation, International Trade Problems and Labor Management Cooperation.
13. A total of 326 people are enrolled in internal programs -- both class and self-study. The language laboratory was used 672½ hours during the past week.



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